

## **SUMMARY SHEET**

### **I. Description of Item**

Resolution authorizes the Shelby County Division of Corrections to contract with State of Tennessee Department of Human Services, Services For The Blind And Visually Impaired for the management and provision of commissary services for the Division of Corrections. This is a change from operating commissary service with a for profit contractor.

Federal and State laws provide blind vendors through the State Agency the right to choose to operate a commissary or vending operation in all public buildings. That agency operates vending operations in most county buildings and a commissary operation in the Shelby County Jail. They have now invoked their privilege in relation to the commissary for the Division of Corrections. We have worked with them for several months to develop mutually beneficial arrangements and the proposed contract is the result.

The Division of Corrections will receive benefits such as order kiosks in every housing building that will also offer inmates the ability to request sick call and file grievances. Alternative methods of placing funds on inmate accounts will also be possible through lobby kiosks at visitation entrances. Lastly, the county will receive a 6% commission on net sales as well as 30,000 indigent packages per year at no cost.

### **II. Source and Amount of Funding**

- A. Amount Expended/Budget Line Item – None.
- B. All Costs (Direct/Indirect) – County will continue to provide escort services for deliveries.
- C. Additional or Subsequent Obligations or Expenses of Shelby County – None.

### **III. Contract Items**

- A. Type of Contract - Contract for management and provision of commissary services
- B. Terms – Ongoing unless canceled. Vendor must provide and maintain all hardware and software, inventory, warehousing, staffing, etc and will pay the county a 6% commission on all net sales.

### **IV. Additional Information Relevant to approval of this item**

Administration recommends approval of this Resolution.

ITEM#\_\_\_\_\_

PREPARED BY John Trusty

COMMISSIONER\_\_\_\_\_

APPROVED BY\_\_\_\_\_

RESOLUTION APPROVING CONTRACT WITH STATE OF TENNESSEE DEPARTMENT OF HUMAN SERVICES, SERVICES FOR THE BLIND AND VISUALLY IMPAIRED, FOR THE MANAGEMENT AND PROVISION OF INMATE COMMISSARY SERVICES FOR THE DIVISION OF CORRECTIONS. THIS ITEM DOES NOT REQUIRE EXPENDITURE OF FUNDS. SPONSORED BY COMMISSIONER SIDNEY CHISM.

WHEREAS, The Shelby County Division of Corrections is responsible for an average daily population of 3,200 inmates on a regular basis; and

WHEREAS, The Shelby County Division of Corrections must provide a commissary for these inmates; and

WHEREAS, The Division has contracted with Swanson Services Corporation since 1995 for the provision of commissary services; and

WHEREAS, Federal and State laws provide blind individuals through the State’s agency for the Blind and Visually Impaired, the preferential right to operate commissaries and vending operations in government owned facilities such as the Correction Center; and

WHEREAS, The Division of Corrections has been working with the State’s agency for the Blind and Visually Impaired to develop a commissary for the Division of Corrections that benefits both the County and the State Agency; and

WHEREAS, The State will provide and maintain all required computer hardware and software for the commissary operation as well as functionality to allow automated requests for inmate sick call and filing of grievances and will pay a 6% commission on sales to the County and will be responsible for all order handling, inventory and delivery of commissary to inmates; and

WHEREAS, The State and County have negotiated a contract and Commission approval is required since it provides for the Commissary operator’s use of county real property.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF SHELBY COUNTY, TENNESSEE, That the contract with the STATE OF TENNESSEE DEPARTMENT OF HUMAN SERVICES, SERVICES FOR THE BLIND AND VISUALLY IMPAIRED the management and provision of commissary services for the Division of Corrections is hereby approved.

BE IT FURTHER RESOLVED, That the County Mayor is hereby authorized to execute the said contract as well as any and all other documents necessary with the State of Tennessee and/or its licensed vendors or subcontractors, in order to effectuate the intent of providing inmate commissary services as stated in this Resolution. An executed copy of all contracts and other documents shall be placed on file in the Purchasing Department.

\_\_\_\_\_  
A C Wharton Jr., County Mayor

Date: \_\_\_\_\_

Attest:

\_\_\_\_\_  
Clerk of County Commission

ADOPTED\_\_\_\_\_